

# Applying for a public appointment

# Why apply for a public appointment?

- A passion for the issue
- Professional development
- Build on your skill set
- Develop your networks
- Sense of public service

## Public Appointments

<https://youtu.be/9kxyPHIF-lk>



# Stage 1: Application Process

Go to [www.appointed-for-scotland.org](http://www.appointed-for-scotland.org)

## Stage 1 – application

- Form covering some or all selection criteria; word limit
- Open dialogue box
- Career or life history, or extract, highlighting relevant abilities
- Competency based – STARR



# Application Process

## STAR responses

**S – SITUATION**

**T – TASK**

**A – ACTION**

**R – Result**

**R – Reflection**



# Scottish Housing Regulator Criteria for appointment

Skill/Quality	Description	How will this be tested?
Ability to work in a team	<ul style="list-style-type: none"><li>You have worked successfully within a team. This may be in a workplace or as a volunteer.</li><li>You take responsibility for decisions. Such as the collective decisions made by a Board and you accept that sometimes these may differ from your personal view.</li><li>You appreciate the skills and knowledge of others, show respect and you are willing to share your own knowledge</li></ul>	In application and at interview
Confidence and ability to challenge constructively	<ul style="list-style-type: none"><li>You ask questions to effectively challenge and better understand proposals and you are willing to debate issues with colleagues.</li><li>You can put forward your point of view, are able to justify it and also are open to that of others.</li><li>You respect colleagues and stakeholders during debates.</li></ul>	In application and at interview



# Scottish Housing Regulator Criteria for appointment

<b>Communication &amp; Influencing</b>	<ul style="list-style-type: none"><li>• You are able to express your views You can influence people such as fellow Board colleagues, staff and SHR's stakeholders.</li><li>• You can adapt how you communicate to suit your audience.</li></ul>	At interview via practical exercise issued in advance.
<b>Analyse and review complex issues.</b>	<ul style="list-style-type: none"><li>• You can use information to consider priorities, risks and opportunities and reach conclusions.</li><li>• You are able to balance different considerations and recognise when further information is required.</li></ul>	At interview via practical exercise issued in advance.



# Tips for successful application forms

- Avoid jargon and technical terms;
- Write for the reader who may not know about your employer, job, sector;
- Be clear and succinct;
- Give specific examples rather than a generalised description;
- Use different examples across the range of criteria to demonstrate skills, working knowledge or track record in that area;
- Be specific about your personal involvement – “I” not “we”.



# Stage 2: Interview

- Interview, elements of which will likely be competency - based - Core Skills
- Simulation such as board paper or case study – in advance or on the day
- Fit and proper person test
- Finding the most able, based on merit.





# Examples of interview questions

- Give us an example where you have challenged successfully a proposed course of action or a previously agreed position. How did you go about it? What was the outcome?
- Tell us about an occasion when have you been involved in a successful communication campaign and how you contributed to it?
- Tell us about a time when you crafted a strategic plan and how you went about this?
- Tell us about a time when you have had to work collaboratively with a diverse range of stakeholders to develop a policy or strategy?

# How are applications & interviews assessed

- Very Poor or No Evidence - e.g. “I possess excellent communication skills”, with no elaboration.
- Poor or Little Evidence - Applicants may deal with the skill but provide either no firm evidence or examples, or they provide no depth to show how they applied it in practice e.g. “I have to organise meetings on a regular basis, and I would obviously not be able to do this without exceptional organisational and planning skills”.
- Acceptable Evidence - Sufficient information is provided to give the panel a good grasp of the applicant’s skills. The applicant should explain what actions they took, and how they applied the competency/skill, backed up by relevant examples(s) or evidence, ideally with an indicator of success.
- Good Evidence - Building on the above but with more breadth and depth to the information and evidence provided. The panel should be left in no doubt that the applicant possesses and uses the competency/skill. There should be a quality to the evidence that shows variety in the application of the competency/skill and some sophistication in their approach.
- Exceptional Evidence - As above but covering all aspects of the competency/skill, along with more detailed example(s) that are very relevant and demonstrate real depth, breadth and sophistication in their approach.



Thank you

For further information contact the Public  
Appointments Team

**0300 244 1898**

[public.appointments@gov.scot](mailto:public.appointments@gov.scot)



**Scottish Government**  
Riaghaltas na h-Alba  
gov.scot